

Welcome to your first session with PathFinder!

Plan your future, your classes, find an internship, demonstrate what you can do with your own Portfolio, and more—all on the World Wide Web.

Go to: <http://stlpathfinder.communityos.org>

TO REGISTER, FOLLOW THESE STEPS

1. Click on **Sign Me Up! - I'd like to join!**
2. **Fill in the Registration form completely** and click on the **Register** button – **ONLY ONCE**.

If it takes a while, be patient and WAIT. **If you did not enter required information**, PathFinder will ask you for what it needs to continue. Missing fields will be marked in red. Fill them in and click on the Registration button **ONLY ONCE**. Thousands and thousands of students across the nation are using this system—be patient if the system is busy.

3. You will see a **Registration Confirmation Page** with your **Username, Password, and PathFinder ID Number**. Make sure to **write these down**. **Do not share them** with anyone. In a few days your account will be authorized for your use.
4. Scroll down to the **end of the Confirmation page** and click on **Go To The Home Page**. **That's It!**



ADDING YOUR PROFILE



1. Click on **Enter PathFinder**.
2. Click on the **Students Icon**.
3. Enter your **Username and Password**.
4. Click on the dot by the **Individual Profiles & Résumé's**, under the **Add** column.
5. **Add your grade level** and other information; be sure all the information is correct.



6. Scroll down, and click on **Save Individual Profile** button when done, **CLICK ONLY ONCE**.
7. The final page has links to add information to your **Resume and Personal Interests**, fill these out about yourself.
8. When you want to move between pages, be sure to always use the navigation links on all pages (they work better than the forward and back buttons.) **When you are done, be sure to logout and close your Web browser completely.**

That's It! You can edit the information by using the Edit button, instead of the Add Button.

EXPLORING MORE

Click on the Blue Search buttons to explore youth opportunities in your area, information about employers and community organizations, or about schools and other youth organizations. Look for Web Links throughout the system, ready to take you to amazing locations on the World Wide Web. Check the calendar; participate in forums and more. **Welcome Aboard!**

REQUESTING AN OPPORTUNITY

If you search for an opportunity (like an internship or job shadowing experience) look for the "Request" section and a button in the middle of the page that describes the opportunity. If you are really interested, **click once** on the **Request button** and your request will be sent to the right people. When you go back to PathFinder in a few days, look for a message waiting for you, telling you of what next steps to take, and the status of your request, you'll also be given the option to send a note to the person handling your request in the Request Center.



TIPS & SUGGESTIONS

1. Teachers will read the information you enter, along with other educators. The only information they will not be able to see is your Name, Address, and phone number, instead they will see your PathFinder ID number. Your personal information is only available to authorized educators and those who will be assisting you in your requests for opportunities. You should share your username and account number with your parents, they would like to read what you have entered here.
2. There is a link at the top of your profile that you can click on to print out a professional resume. Be sure to use complete sentences and write in ways that adults can understand.
3. If you are not sure of how you want to complete a question, you can always get back into PathFinder to add or edit information. Just be sure to keep your username and password. You cannot get back in without them.
4. If you get a DATA MISSING message, it is because our security system won't let you use the Back Button on your Web Browser at this point. Just click on the Reload button in your browser to continue.
5. If the system seems to be slow, it is because many other students are online from your school. Just stop for a minute and give the system a chance to catch up. If you keep clicking and clicking, you are just adding to the problem.
6. If you see someone else's information, it is because another student in the lab forgot to logoff from PathFinder. Close your Web Browser program completely and then re-open it and go into PathFinder again. If you still experience the problem report it to your teacher.

Useful Web Sites

www.salary.com - what might you earn in the future?

www.finaid.org - information about financial aid for college

www.petersons.com - a great place to learn about colleges and their courses

www.acinet.org - career information and trends

www.loc.gov - the library of Congress

www.globexplorer.com - maps and aerial maps of your neighborhood

www.time.gov - official time clock

www.newslink.org - links to worldwide newspapers

www.weather.com - weather maps

www.hhmi.org/coolscience -- cool science for cool kids

*Look for more amazing Web
Resources in PathFinder!*